



Brailist - Paraprofessional

Department: Special Education

Contract: 186 Days

Supervisor: Spec Ed Supervisor; Building Principal

Status: Non-Exempt

Position Overview & Responsibilities

The brailist is responsible for transcribing educational materials into alternative formats for students who are blind or visually impaired. In addition, this position provides support to the district's program for students with visual impairments.

- Transcribes print materials, including textbooks and other books not readily available into literary braille.
- Uses computer software and technology required for transcription to braille.
- Produces adaptive instructional materials for students with visual impairments in accordance with the specification from the visually impaired teacher.
- Embosses, re-edits, and binds materials using various methods.
- Creates tactile graphics of maps, charts, pictures, routes, and other tactile displays using various tools, materials, and resources.
- Manages and maintains all braille, large-print, and instructional material.
- Implements lessons and activities with students with visual impairments in classrooms, one-to-one, and/or small group setting while under the direction of the visually impaired teacher.
- Demonstrates knowledge and skill of instructional technology and tools used by students with visual impairments.
- Performs classroom management duties, enforcing District rules governing the conduct.
- Implements the goals and objectives of the District and the building and/or program.
- Attends meetings, workshops, and training as directed by the supervisor.
- Performs other related duties as assigned.



Requirements & Qualifications

Completion and current certification in Literary Braille from the Library of Congress. National Certification in Unified English Braille (NCUEB) preferred. Specific content knowledge, training or job experience required. 2-3 years of experience with children preferred.

Assignments

Special education staff work by district assignment and may be moved between buildings and/or programs based on student needs, location of certain programs, student count(s), and applicable licensure.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.